

NUTRITION SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for directing and implementing various activities related to a nutrition program for the elderly in the Ulster County Office for the Aging (OFA). The work involves the incumbent assuring that subcontractors to the nutrition services program perform to the satisfaction of the requirements of the program, and ensures that the food services provided meet established standards. The work is performed under the general supervision of the Director of the Ulster County Office for the Aging, with substantial leeway allowed for the exercise of independent judgement in carrying out the specific requirements of the program. Supervision is exercised over the work of department personnel assigned to the program. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may do some or all of the following, as well as other related activities not described.

Oversees established policies for the elderly nutrition program;

Monitors and assesses all nutrition contracts to assure compliance to contract standards;

Determines the need for supportive services including outreach, transportation for clients, and dissemination of information, making referrals as necessary;

Prepares grant information related to the nutrition services program;

Develops and maintains working relationships with OFA staff, subcontractors, community organizations and other interested groups;

Assists in the public information and education efforts of the OFA as it relates to the intent and focus of the elderly nutrition program;

Serves as the public information representative of the nutrition services available through the OFA by preparing news releases, establishing contacts with the media, speaking to interested groups and attending informational and educational meetings;

Works with the accounting function of the OFA to assure the maintenance of proper statistical and financial records, including cost analysis and controls;

Prepares a variety of documents, records and reports to support the requirements of the program;

Prepares quarterly program budgetary reports as requested by the Director of the OFA, and as required by the New York State Office for the Aging;

Studies, evaluates and makes recommendations to the Director of the OFA regarding the influence and role of the elderly nutrition program and the potential for improving the program;

Operates computerized equipment for the purpose of entering, maintaining and utilizing

information and records related to the program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the Federal, State and local laws and policies relative to the provision of services in an elderly nutrition program; good knowledge of the nutrition requirements, interests and activities of the elderly as consumer-clients; working knowledge of public relations techniques and tools; ability to communicate clearly and effectively both orally and in writing to a variety of constituents; ability to prepare records and reports; ability to establish and maintain cooperative relations with department staff, subcontractors, and representatives of the media; ability to plan and supervise the work of others; empathy for the needs of the elderly; resourcefulness; tact; integrity; patience; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in Gerontology, Dietetics or Nutrition and two (2) years of full-time paid, or its' part-time equivalent, experience in a health care setting or community organization dedicated to providing nutritional services, one (1) year of which must have been in a supervisory capacity; **OR**
- B. Graduation from high school, or a high school equivalency diploma and four (4) years of full-time paid, or its' part-time equivalent, experience in a health care setting or community organization dedicated to providing nutritional services, one (1) year of which must have been in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as defined in the limits of A and B above.

Note: The incumbent must either possess a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job to meet field work requirements in a timely and efficient manner.

ULSTER COUNTY
4545 NUTRI SPEC
Grade: 11

Adopted: September 3, 2004